



DEFENSE LOGISTICS AGENCY  
DEFENSE FUEL SUPPLY CENTER  
CAMERON STATION  
ALEXANDRIA, VIRGINIA 22304-6160

DFSCR 4155.1

DFSC-Q

DFSC REGULATION  
NO. 4155.1

24 May 1991

DFSC QUALITY ASSURANCE (QA) AND QUALITY SURVEILLANCE (QS) PROGRAM  
(RCS DFSC(M)24(Q))  
(Supplementation is prohibited)

I. REFERENCES.

- A. DLAM 4155.1, Petroleum Contract Quality Assurance Manual.
- B. DLAM 4155.2, Quality Assurance Program Manual for Defense Supply Centers and Defense Industrial Plant Equipment Center.
- C. DLAM 4155.7, Quality Assurance Technical Development Program for Defense Supply Centers, Defense Depots, and DIPEC.
- D. DLAM 8200.5, In-plant Quality Evaluation Program (IQUE).
- E. DLAM 8220.4, Quality Assurance Technical Development Program.
- F. MIL-HDBK-200, Quality Surveillance Handbook for Fuels, Lubricants and Related Products.

II. PURPOSE AND SCOPE. To establish and maintain acceptable petroleum QA and QS programs in geographical locations assigned to Defense Fuel Supply Center (DFSC). These programs will be based on the requirements of the references and will apply to all petroleum quality assurance representatives (QARs), petroleum quality surveillance representatives (QSRs), and supervisory quality assurance personnel assigned to DFSC. This regulation is applicable to all quality elements of DFSC.

III. POLICY. QA and QS functions will be performed in accordance with this DFSCR, the above references, contract provisions, and interservice support agreements, as applicable. Persons finding conflicting regulatory guidance between this and any other guidance shall notify the Programs and Systems Management Office, Directorate of Quality Assurance and Technical Services DFSC-QR to resolve, take corrective action and confirm acceptable policy.

IV. DEFINITIONS.

A. Contracting Officer's Representative (COR). The individual designated, in writing, by the contracting officer to act as the contracting officer's authorized representative to monitor specific aspects of the contract and take action as authorized in the letter of appointment. The COR, when one is appointed, acts as the point of contact between the contracting officer and the contracting officer's technical representative assigned to the contract. COR responsibilities and limitations are established by the contracting officer.

B. Corrective Action. Action to be taken by the contractor as a result of defective material, non-compliance with contract requirements, or procedural deficiencies.

C. Quality Assurance (QA). A contract administration function (including inspection) performed by the Government to determine whether a contractor has fulfilled the contractual obligations/requirements pertaining to quality and quantity of products and/or services. (NOTE: QA ends and QS begins when the product is accepted by the QAR; acceptance of product represents the transfer of ownership from contractor to Government.)

D. Quality Assurance Representative (QAR). An authorized representative of the contracting officer who performs contract quality assurance functions of petroleum products at contractor refineries and supply facilities.

E. Quality Control Plan (QCP). The written procedures developed by the contractor encompassing contractor programs, processes and inspections which affect or may affect quality, quantity or contract requirements.

F. Quality Surveillance (QS). The aggregate of measures to be applied to determine and maintain the quality of Government-owned petroleum and related products to the degree necessary to ensure that such products are suitable for their intended use.

G. Quality Surveillance Representative (QSR). An authorized representative of the contracting officer who performs QS functions for petroleum products and related services at contractor's storage facilities, loading or discharging ports, and pipeline facilities. A QSR performs QA functions for QS services for example at commercial laboratory contractors and storage contractors. (NOTE: The term QSR may be used in lieu of QAR to preclude confusion with Defense Contract Management Command (DCMC) personnel.)

H. Quality Systems Management Visit (QSMV). A method used by DFSC to evaluate the adequacy of specified requirements, determine the conformance of product and services to specified requirements, and provide technical support and assistance. This visit may be to a procurement contractor, storage contractor, pipeline operator, customer location, Government laboratory, Government field quality element, etc., where DLA stocks are stored, maintained and handled.

NOTE: The term QAR used henceforth throughout this regulation shall imply both QAR and QSR as appropriate.

V. SIGNIFICANT CHANGE. This DFSCR has been completely revised and should be reviewed in its entirety.

## VI. RESPONSIBILITIES.

A. The Director, Directorate of Quality Assurance and Technical Services (DFSC-Q) will:

1. Ensure that requirements of this DFSCR are implemented.
2. Provide technical guidance and staff support to the Commander DFSC. In its capacity of providing support and assistance to the Commander, provide staff guidance to DFSC, Defense Fuel Regions (DFRs) and the QAR staffs through direct contacts, both formal and informal.
3. Evaluate and confirm that all QA and QS activities comply with established policies and procedures.

4. Ensure that incoming DFR Commanders, DFR Quality Managers and Defense Fuel Quality Assurance Residency (DFQAR) supervisors are briefed on DFSC's QA and QS Programs prior to their assignment to ensure full understanding of goals and methods of achievement.

5. Ensure that an effective QSMV Program is developed and implemented, including the preparation of proposed travel requirements for QSMVs scheduled during the coming fiscal year.

6. Establish additional commodity specific training requirements for all DFSC quality personnel. Provide input into DLA on standard training requirements. Monitor and assure compliance to the training program leading to certification.

7. Receive, review and approve/disapprove requests for exceptions to the requirements of this regulation.

8. Maintain this DFSCR in a current status.

**B. DFR Commanders/Quality Managers will:**

1. Ensure the implementation of this DFSCR in the performance of petroleum QA and QS.

2. Provide assistance and guidance to QA and QS Region personnel in implementing this DFSCR.

3. Make QA and QS assignments as appropriate. Ensure only personnel meeting DLA training requirements are selected for QAR positions or are provided training to meet DLA requirements within one year of selection in the position. (QARs selected at lower grades as part of a trainee development program must comply with training requirements as targeted for each level prior to obtaining subsequent levels.)

4. Evaluate the effectiveness of the QA and QS Programs.

5. Ensure adequate staffing and manpower for compliance with the provisions of this DFSCR and execution of the DFSC QA and QS Region mission.

6. Ensure that adequate first-line supervisory visits are performed for each assigned QAR.

7. Ensure QA/QS budget submitted provides resources to meet the mission, training and supervisory requirements of the region.

**C. QARs and the DFQAR Chief/Supervisor (where applicable) will implement this DFSCR at all assigned activities within their area of responsibility.**

**VII. PROCEDURES**

**A. DFSC-Q**

1. Review solicitations/contracts/pipeline tariffs and operating agreements assigned to a DFSC activity for technical adequacy and clarity.

a. Perform reviews on contracts awarded and issue quality assurance letter of instructions based on contractor or product quality history.

b. Evaluate solicitations to assure quality requirements included are as required based on product and transportation history data.

c. Participate in the negotiation of tariff agreements to assure adequate quality provisioning is included.

d. Review operating agreements after review by the QAR and processing through the DFR. Review by DFSC-Q will assure compliance to quality program requirements and all items agreed upon during the negotiation of the tariff agreement.

2. Ensure that any special QA/QS instructions are forwarded to responsible QA and QS activities.

3. Establish minimum training requirements for DFSC QA and QS personnel. Maintain training register. Advise Commanders on the training status of all personnel within their Region upon selection into a new job and on a yearly basis thereafter.

4. Review staffing requirements to ensure the total accomplishment of mission responsibilities.

5. Coordinate DFSC overview briefing performed at DFSC for new quality managers and DFQAR Supervisors going overseas.

6. Perform QSMVs of each Region to assure all QA and QS activities comply with established policies and procedures. QSMVs will be made at a minimum of every 18 months. Notify DFRs, when feasible, of projected QSMVs 90 days in advance of scheduled trip.

7. Maintain statistical data and provide reports in the QA/QS areas required by DoD/DLA/DFSC.

8. Provide staff support and liaison with other DFSC staff elements on QA/QS policy and procedures.

9. Sponsor annual Petroleum Quality Program Conference.

10. Act as Customer/Depot Complaint (CDC) focal point for quality complaints. Provides assistance and staff support in the CDC Program area.

**B. DFR Commanders/Quality Managers**

1. Review solicitations/contracts/pipeline tariffs and operating agreements for impact on the Region and for any special or unusual requirements. Provide the Product Quality Division, DFSC-QE, with a copy of pipeline operating agreements for review and coordination.

2. Provide guidance, as necessary, for the administration of the contract when delegated as the contract administration quality responsibility. Designate the QA/QS office or QAR/QSR responsible for the quality function for assigned contracts.

3. Forward contractual documents through the quality manager to the responsible QAR in a timely manner and, where applicable, to the QA/QS supervisors noting any special or unusual requirements and providing special instructions as necessary.

4. Based on the quality history of OCONUS into-plane contractors, instruct DFQARs as to whether a semiannual or annual into-plane inspection frequency is required. More frequent OCONUS into-plane inspections may be authorized if quality considerations so dictate.

5. Assure staffing and manpower for compliance to the provisions of this regulation and the execution of the DFSC QA/QS mission. Notify DFSC-QR of any problem in obtaining resources in support of mission requirements with supporting justification for resource allotment.

6. Assure first line supervisory visits are performed at each Residency location at least annually. Assure completion of Standardization and Evaluation Program requirements (see appendix 1) for each supervisor/QAR/QSR. Provide retraining of personnel falling below acceptable performance levels.

7. Budget, schedule and assure all quality personnel receive training as required by DoD/DLA/DFSC and local policy and regulation.

8. Provide DFSC-Q status reports of customer/depot complaints. Provide technical/quality assistance to DFSC customers when requested. Provide DFSC-Q CDC focal point with pertinent details as soon as possible.

9. Maintain Region quality data and statistics required for effective management within the Region and for reports required by DoD/DLA/DFSC.

10. Provide DFSC with the Region's Consolidated Monthly Activity Report (DFSC Form 20.5) IAW the instructions contained in appendix 2.

**C. The QAR Supervisor and QAR**

1. Review contracts/pipeline tariffs and operating agreements to determine nature and scope of the procurement and details of QA/QS responsibilities. If appropriate, document deficiencies and/or recommendations through established channels to the administrative contracting officer or transportation officer as appropriate.

2. As necessary, conduct post-award conferences with the contractor. Discussions, action items and other conference minutes will be documented on DD Form 1484. The DD Form 1484, Post-Award Conference Record, shall be distributed to the contractor and to the DFR and DFSC contracting officer.

3. Review and ensure adequacy of the contractor's quality control system. Provide assistance to the contractor in understanding the requirements of a written description of the quality control system acceptable to the Government.

4. Maintain diary of pertinent actions and significant events occurring during product movement from the final batch tank to the custody transfer point.

5. Prepare and update written Government QA and/or QS procedures, as applicable, to include:

**a. Facility Data**

- (1) Name and location.
- (2) Inventory of active contracts including type of products and mode of shipments.
- (3) Facility diagram including key process locations.
- (4) Key contractor personnel.
- (5) Laboratory capability.
- (6) List of unusual characteristics of the facility or unusual operating procedures.
- (7) Copies of the pre-award survey and/or post-award conference report, if performed.
- (8) Miscellaneous information to include directions to the facility(ies), local hotels, restaurants, airport information, etc.

**b. Contract and Procedures Review**

- (1) A contract review made at the beginning of the contract period indicating an understanding of the contract quality, quantity and documentation requirements.
- (2) A review of the written description of the contractor's quality control system made at the beginning of the contract period and at other such times as deemed necessary.
- (3) Assure copy of product specification, test methods and other standards cited in the contract are available and current.

**c. QAR Procedural Guide**

(1) List the key process steps of the contractor's system or mandatory verification points. The procedural guide will be modified or updated as necessary. Standard guides are discouraged as each contractor's process and system is unique. Caution shall be exercised in using a Region standardized guide for into-plane or bunker contracts without reviewing and modifying the guide to incorporate contract specific requirements.

(2) Establish a frequency for the evaluation of each characteristic. The frequency established will be based on normal operations; however, it may be varied depending upon activity in the area, previous findings and the established reliability of the contractor. The frequency among characteristics may also vary depending upon the criticality and quality history of each individual characteristic.

(3) Include any function performed by the QAR that might be outside the contractor's quality control system (such as certain ship or pipeline inspection items, etc.) but that contributes to contract performance and the end quality of the product or service.

(4) Include documentation of the results of QAR verification of the contractor's inspection system, contractor inspection results, etc.

d. Corrective Action Requests (CARs)

(1) CARs will be issued for all contractual nonconformances detected or observed. The contractor will be required to take corrective action on all deficiencies found by the QAR.

(2) CARs may be issued by either of two methods - verbal or written. Notwithstanding the method of issue, all CARs will be recorded in the QA/QS procedures folder and the QAR Daily Activity Report, DFSC Form 20.6.

(3) The following factors should be considered in determining the CAR method: criticality of the defect; the number of times the defect was observed; the effects of the defect on reliability, maintainability or operability; whether the contractor has planned or taken corrective action; the contractor's reluctance to initiate corrective action; whether ineffective corrective action has been previously applied, etc.

(4) The CAR will be discussed in all cases with the responsible element(s) of the contractor's organization and the quality function. A written CAR should be distributed to the responsible element(s) and the Quality organization.

(5) All CARs will be numbered and a log maintained. QARs will verify that the corrective action proposed, initiated, and implemented by the contractor is adequate as evidenced by the absence or reduction of the defect in future follow-on analyses of data or process audits.

(6) The following methods will be used by the QAR to request corrective action. Methods A and B are to be utilized by the QAR without restriction:

(a) Method A. An on-the-spot verbal request for corrective action directly to the responsible contractor personnel to eliminate the cause when the deficiency is minor and not repetitive.

(b) Method B. In all situations not covered under method A, a written CAR will be initiated by the QAR to notify the contractor of deficiencies found and the requirements for corrective action.

(c) Method C. In the event the QAR is unable to resolve a deficiency utilizing methods A or B, or where serious quality problems exist, a letter will be forwarded to the contractor's management requesting immediate corrective action of the observed deficiencies and its causes. A method C CAR will be signed by the QAR supervisor/quality manager or Region Commander to emphasize the importance placed on correcting the deficiency. The QAR will forward all pertinent information to the supervisor on DD Form 1232, Quality

Assurance Representative's Correspondence. A copy of the CAR shall be forwarded to the administrative contracting officer (ACO), the Region Commander and DFSC-Q.

(d) Method D. If method C action fails to correct the deficiency, the QAR through the DFR, will provide a complete history of the problem, action taken, etc., on a DD Form 1232 or letter. The request shall be forwarded to the ACO for appropriate action with an information copy to DFSC-QE.

(e) Method E. Where a subcontract is involved and the requirement for escalation is of the magnitude of method C or D CAR, a DD Form 1232 documenting the deficiency and actions taken to-date shall be forwarded to the ACO for appropriate action. A copy of a method E CAR shall be furnished to DFSC-QE.

(7) The QAR will follow up to verify that corrective action has been taken by the contractor and that this action has proven effective in eliminating the cause of the deficiency.

e. Alternate Release Procedure (ARP)

(1) Procurement of Product

(a) On tank truck/tank car or pipeline shipments from quality controlled tanks, ARP may be utilized as authorized by the DoD Federal Acquisition Regulation Supplement (DFARS) 46.473. The QAR will recommend with supporting documentation to the quality manager, that ARP be authorized. The Quality Manager shall authorize ARP advising the QAR, the contractor and DFSC-QE.

(b) The use of ARP does not relieve the QAR of the responsibilities of performing QA on the supplies being delivered under the contract. ARP relieves the QAR from being present to sign paperwork at the time of shipment only. ARP will not be used as the sole basis for Government acceptance.

(2) For Government-Owned Fuel

(a) For contractor-owned, contractor-operated (COCO) and government-owned, contractor-operated (GOCO) facilities, ARP may be utilized as authorized by DFARS 46.471-2. The QAR will recommend with supporting documentation to the Quality Manager that ARP be authorized. The ACO or her/his designated representative approves and notifies the contractor, DFR, DFQAR and DFSC-QE in writing if ARP is granted.

(b) For pipeline operations covered by an operating agreement, the QAR will forward the ARP recommendation through the quality manager to the Region Commander. The Region Commander may then grant permission to use ARP to the pipeline operator. Copies of the authorization letter should be sent to the pipeline operator, the QAR and DFSC-QE.

6. Ensure that the DFR, Military Sealift Command (MSC) and DFSC-Q are notified of discrepancies and/or problems affecting tanker loading/movement within 24 hours of the observation. Initial contact when immediate notification is deemed appropriate should be made through the DFSC Emergency Supply Operations Center.

7. Provide the supervisor/quality manager with the DFSC Form 20.6 IAW the instructions contained in appendix 3.

VIII. FORMS AND REPORTS

A. Forms

1. DD Form 1484, Post-Award Conference Record. This form will be used by the QAR to document post-award orientation conference discussions, action items and other conference minutes. A continuation sheet on plain paper may be used in addition to DD Form 1484.

2. DD Form 1716, Procurement Data Package Recommendation/Deficiency Report. This form will be used by the QAR to report recommendations/deficiencies in solicitation and contract data packages. In addition, DD Form 1716 will be submitted to the contracting officer when contractual documents or changes are not received prior to the effective date (price changes excepted). The form will be completed as indicated on the reverse, except that block 2 will be left blank.

3. DD Form 2479, Barge Ullage Report. This form may be used in lieu of DLA Form 1726 to document barge data during loading/unloading. Completion of the form is self-explanatory. This form will be included as part of the DD Form 250-1, Tanker/Barge Material Inspection and Receiving Report.

4. DLA Form 1606, SPR Marine Ullage Report. This form will be used by the QAR to record tanker/barge crude oil cargoes only. This form will be included as part of the DD Form 250-1.

5. DLA Form 1726, Marine Ullage Report. This form will be used by the QAR to document tanker/barge data during loading and discharge operations except as noted in para. VIII.A.3 or 4 above. This form will be included as part of the DD Form 250-1, Tanker/Barge Material Inspection and Receiving Report.

6. DFSC Form 20.5, Consolidated Monthly Activity Report.

a. This form (or computer format version) is designed for use in consolidating two or more DFSC Forms 20.6 by each QA/QS supervisor and each DFR (Quality Manager) to consolidate the total monthly QAR/Region activity and report information.

b. Completion of DFSC Form 20.5 shall be IAW instructions contained in appendix 2.

7. DFSC Form 20.6, Daily Activity Report.

a. This form (or computer format version) is designed for use by all QA/QS personnel to record daily QA/QS activity and to compute total monthly QA/QS activity. This report is required by supervisors and quality managers during periods where reportable activity is worked. This is a feeder report for the preparation of the DFSC Form 20.5.

b. Completion of DFSC Form 20.6 shall be IAW instructions contained in appendix 3.

#### B. Reports.

1. QA/QS Monthly Total Activity Report (RCS DFSC(M)24(Q)).

a. The QA/QS personnel shall prepare a brief narrative of the significant performance areas of the month to include all assist actions, corrective actions, customer complaints, any operational problems or other matters of interest, and a complete explanation of any work scheduled or required to be performed but not performed during the reporting period.

b. Attach the DFSC Form 20.6, Daily Activity Report, with totals to this report.

c. A copy of the completed report is to reach the QAR supervisor not later than the 5th of the month following the reporting period.

2. Area Consolidated Activity Report (RCS DFSC(M)24(Q)).



a. A consolidated activity report for all QA/QS personnel assigned to the supervisor. The QA/QS residency supervisor shall review and evaluate all QA/QS Monthly Total Activity Reports submitted from QARs under their supervision.

b. The supervisor shall consolidate required information from individual DFSC Forms 20.6 on DFSC Form 20.5.

c. Prepare and submit a brief area narrative report of current and potential problems, assist actions, corrective actions, customer complaints, area workload, work scheduled or required but not performed, and any other information pertinent to the overall DFSC mission.

d. Forward a copy of each area consolidated activity report DFSC Form 20.5 with the narrative report to the DFR Quality Manager. Each report is to arrive at the DFR not later than the 10th day of the month following the reporting period.

3. Region Consolidated Activity Report (RCS DFSC(M)24(Q)).

a. A consolidated activity report for all QA/QS personnel assigned to the Region. The Quality Manager shall review and evaluate all QA/QS activity reports submitted.

b. Prepare a DFSC Form 20.5, Region Consolidated Activity Report from the DFSC Forms 20.5 and DFSC Forms 20.6 received.

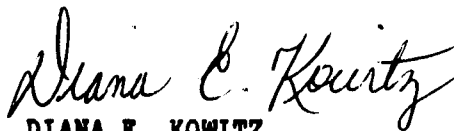
c. Prepare a Region narrative report to include comments on current or potential problems, contractor relations, customer complaints, assist actions, corrective actions, new developments, workload trends, work not performed and other pertinent information. Include anticipated training course schedules anticipated to be taken in the ninety days following the reporting period by the quality manager and all supervisors.

d. Forward a copy of the Region narrative report and DFSC Form 20.5, Region Consolidated Activity report to DFSC-QE to arrive not later than the 20th day of the month following the end of the reporting period.

4. Incident Report. To be prepared by the QA/QS personnel investigating complaints or problems. It will contain all pertinent information, results of investigation, actions taken, conclusions and recommendations. Distribution shall be as requested by DFSC/DFR.

5. Prepare additional reports required by proper authority.

BY ORDER OF THE COMMANDER

  
 DIANA E. KOWITZ  
 Acting Executive Officer

3 Encl

1. Standardization and Evaluation Program
2. Consolidated Monthly Activity Report
3. Daily Activity Report

DISTRIBUTION

IA

**DFSCR 4155.1**

**COORDINATION: DFSC-O, DFSC-R, DFSC-F, DFSC-G, DFSC-P, DFRs**

**APPENDIX 2**  
**INSTRUCTIONS ON COMPLETING DFSC Form 20.5**  
**CONSOLIDATED MONTHLY ACTIVITY REPORT**

The Consolidated Monthly Activity Report is designed for use by each QAR supervisor and each quality manager to consolidate the total monthly QAR activity. This form contains information on QAR daily activity and management/planning data. Instructions for completing DFSC Form 20.5 are as follows:

**I. QA/QS Activity Section**

A. Office - Enter the DFQAR office title or QAR supervisor's designation preparing the form such as UK for a DFQAR office or DFR-S(W) for a DFR supervisor's designation.

B. Month and Year covering the reporting period

C. Area

1. For QAR supervisor's report to the Quality Manager - list each QAR covered in this reporting period.

2. For the Quality Manager's report to DFSC-Q - list each residency.

D. Rows A through EE: Enter the total count for the applicable entry from DFSC Form 20.6 or 20.5.

**II. Region Consolidated Management Information**

A. \* Quality Personnel Authorized - Provide the number of military and civilian employees assigned to the Quality function. This includes all civilians in program code P463 and military assigned to QA/QS functions. Assigned clerical employees are to be included in this number.

B. \* Quality Personnel On Board - Provide the on-board strength as of the end of the reporting period and include personnel on temporary travel, annual leave, sick leave and training leave. It does not include employees selected or nominated who have not officially reported for duty.

C. \* Clerical On Board in Quality - self explanatory.

D. \* Vacant Positions - Enter the number of vacancies from the total authorized strength as reported in II.A. above.

E. Total Personnel to Certify - Enter the number of Region professional personnel required to be certified. In the narrative section of the consolidated activity report, a listing shall be made of QARs lacking, yet requiring, specific skill areas. This listing shall include the QAR's name, skill area still required and anticipated training completion date.

F. \* Certified in 'Q' Systems - Enter the number of employees meeting the DLA training requirements for the quality assurance system's skill area contained in DLAM 4155.7 and DFSCR 4155.2.

G. \* Certified in Commodity - Enter the number of employees meeting the DLA and DFSC training requirements for the required skill areas in the Chemicals commodity speciality area as listed in DLAM 4155.7 and DFSCR 4155.2.

H. First line supervisor (FLS) visits performed - Enter the number of visits by a supervisor made to assess the performance of an employee or contractor (excluding visits made as a QAR substitute).

I. Standardization and Evaluation Checks (StandEval) - Enter the number of StandEvals performed with each mode checked counted as one. The narrative section of the consolidated activity report shall include a listing of QARs requiring StandEval with mode required.

J. Planned training hours - Taken from each employees individual development plan and consolidates the training hours programed by fiscal year and quarter to include the present and subsequent fiscal year. The narrative section of the consolidated activity report shall include a listing of courses planned by quarter for each employee.

K. Actual training hours - self explanatory: quarters not arrived shall be left blank.

L. Quality System Management Visits (QSMVs) performed - Enter the total number of management visits made to contractor, customer or QR sites. This number includes the areas listed in II.M - O below.

M. Technical assist visits made - Enter the number of visits made to assist customers of DFSC for training, information or technical assistance.

N. Pre-award surveys or post-award conferences performed - self explanatory.

O. Quality System Reviews - Enter the number of site visits made to assess the performance of quality of a DFSC contractor or DLA quality personnel.

APPENDIX 3  
INSTRUCTIONS FOR COMPLETING DFSC FORM 20.6  
DAILY ACTIVITY REPORT

This form is designed for use by all QA/QS personnel performing an oversight function at a contractor or pipeline location. It records the daily QA/QS activity of each QR and to compute total monthly activity. Instructions for completing DFSC Form 20.6 are as follows:

- I. Enter the name of the QAR/QSR preparing the report, the month and year covering the report period and the applicable QA/QS office in the designated spaces.
- II. Activity/Location - enter the name of the refinery, terminal, etc. and the location at which the QA/QS is being performed.
- III. KTR # 1 HRS - Enter the number of hours the QAR performed at the first activity/location that day. This does not include time waiting to inspect or time spent in contractor management discussions such as corrective action or planning.
- IV. KTR # 2 HRS - same as III above except this records the time spent at a second contractors site on the same day. If more than two contractors visited in one day, place an asterick in this block and record the hours in the narrative section of the daily activity report.
- V. TESTING HRS - Enter the number of hours the QAR spent performing QS testing. This applies mainly to locations where a laboratory is furnished for the QSRs use.
- VI. KTR VER # SAMPLES - Enter the number of samples taken from a Procurement contractor's location and submitted to a Government or Commercial (under Government contract) laboratory to verify the contractor's testing analyses. This excludes all samples performed or submitted to a commercial laboratory to assure compliance to the terms and conditions of the contract.
- VII. REC INSPECTION # SAMPLES - Enter the number of samples run by the QR or submitted to a laboratory on product initial receipt at a terminal or pipeline location under the QR's surveillance. This number includes all samples taken whether the QR witnessed the sampling or not.
- VIII. QDR TESTING # SAMPLES - Enter the number of samples run by the QR or submitted to a laboratory on product found offspecification on receipt inspection or as part of a quality complaint.
- IX. TOTAL TESTS # SAMPLES - Enter the total number of samples submitted to include VI - VIII above, dormant storage samples and QS tanker/barge loading samples.
- X. PREAWARD ACTs - Enter the number of assist actions made to DFSC and DCAS on matters pertaining to actions taken prior to the award of a contract. This may include participation on a preaward survey team or an assist by telecon.
- XI. SHIP/REC # 1 - Enter the total number of shipments for one 'mode' made from or to an activity. On tanker shipments, each product loaded/discharged will count as one shipment and be recorded on the day loading/ discharge is completed and the DD Form 250-1 is signed. Bunker deliveries made on a DD Form 250 will count as one shipment. Pipeline tenders will be recorded on the day the tender is completed.
- XII. MODE # 1 - The following codes will be used to identify the mode of shipment:

A - Bunker	D - Drum	S - Small Container
B - Barge	K - Tank Truck	T - Tanker
C - Tank Car	P - Pipeline	U - Services

- XIII. QUANTITY # 1 - Enter the shipment quantity for mode 1, either shipped or received, in thousands of barrels. For Services, end of the month inventories shall be stated in number of tanks verified, not quantity.
- XIV. SHIP/REC # 2, MODE # 2 and QUANTITY # 2 - Same as XII and XIII above except for entering data from a second mode. If more than two modes are witnessed on a given day, place a asterick in MODE # 2 block and record data in the narrative section of the daily activity report.
- XV. DEF OBS - Enter the number of Corrective Action Requests (CARs) and includes all CAR methods. The QR shall include a copy of all method B - E CARs as an attachment to the narrative report submitted.
- XVI. CORRECTIVE ACTs - Enter the number of CARs for which the contractor has taken and the QR has verified as being corrected.
- XVII. DISREPS ISSUED - Enter the number of Discrepancy in Shipment (SF 368, Discrepancy In Shipment Reports) reports issued to the origin Quality Office.
- XVII. CDC's REC'D - Enter the number of customer complaints received during the report period. A customer may include such activities as another terminal, pipeline company, air base, army post or Navy vessel.
- XVIII. CDC's CLOSED - Enter the number of customer complaints investigated and closed during the report period.
- XIX. OFFICE ADMIN HRS - Enter the number of hours performing administrative functions such as contract review, preaward and postaward planning, training, required paperwork and meeting with visitors.
- XX. KTR ADMIN HRS - Enter the number of hours the QAR spends in meetings with contractors in the performance of preaward surveys and postaward conferences, periodic reviews of quality control plans and other contract related subjects.
- XXI. COR HRS - Enter the number of hours the QAR spends performing Contracting Officer Representative (COR) duties.
- XXII. ASSIST HRS - Enter the number of hours the QAR spends assisting DFSC customers for training, information or technical assistance.
- XXIII. TRAVEL TIME - DUTY and NON DUTY HOURS - self explanatory.

CONSOLIDATED MONTHLY ACTIVITY REPORT					
REGION/OFFICE _____		MONTH _____	YEAR: _____		
COUNT / RESIDENCY OR OFFICE				TOTALS	
A. KTR EVAL HRS					
B. QAR TESTING HRS					
C. * SAMPLES KY VER					
D. * SAMPLES REC INSP					
E. * SAMPLES QDR TESTING					
F. * TOTAL SAMPLES TESTED					
G. PREWARD ACTIONS					
H. SHIP/REC I. MODE      TANKER J. QUANTITY					
K. SHIP/REC L. MODE      BARGE M. QUANTITY					
N. SHIP/REC O. MODE      PIPELINE P. QUANTITY					
Q. SHIP/REC R. MODE      TANK CAR S. QUANTITY					
T. SHIP/REC U. MODE      TANK TRUCK V. QUANTITY					
W. MODE - * SERVICES					
X. DEF OBS					
Y. CORRECTIVE ACTIONS					
Z. DISREPS ISSUED					
AA. CDC'S RECEIVED					
BB. CDC'S CLOSED					
CC. OFFICE ADMIN HRS					
DD. KTR ADMIN HRS					
EE. COR HRS					
FF. ASSIST HRS					
GG. DUTY TRAVEL HRS					
HH. NON DUTY HRS					
REGION CONSOLIDATED MANAGEMENT INFORMATION					
* QUALITY PERSONNEL AUTHORIZED _____ * QUALITY PERSONNEL ON BOARD _____ * CLERICAL ON BOARD IN QUALITY _____ * VACANT POSITIONS _____  TOTAL PERSONNEL TO CERTIFY _____ * CERTIFIED IN 'Q' SYSTEMS _____ * CERTIFIED IN COMMODITY _____  FLS VISITS PERFORMED _____ STANDEVALS PERFORMED _____	CURRENT FY	QTR 1	QTR 2	QTR 3	QTR 4
	PLANNED TRAINING HRS				
	ACTUAL TRAINING HRS				
	NEXT FY	QTR 1	QTR 2	QTR 3	QTR 4
	PLANNED TRAINING HRS				
QSMV'S PERFORMED - TOTAL					
TECHNICAL ASSISTS _____					
PRE-POST AWARDS _____					
QUALITY SYSTEM REVIEWS _____					
DFSC FORM 20.5 MAY 1991					

OFFICE

NAME

MONTH YEAR

## DAILY ACTIVITY REPORT

ACTIVITY/  
LOCATION

DAY	ITE # 1 RES	ITE # 2 RES	TESTING RES	ITE VER 3 SAMPLES	REC INSPECTION # SAMPLES	QOR TESTING # SAMPLES	TOTAL TESTS # SAMPLES	PRELIMED ACTs	SHIP/REC # 1	MODE # 1	QUANTITY # 1	SHIP/REC # 2	MODE # 2	QUANTITY # 2	NOT OBS	CONDUCTIVE ACTs	DISKETS ISSUED	CDs RECEIVED	CDs CLOSED	OFFICE ADMIN RES	ITE ADMIN RES	CDR RES	ASSIST RES	DDTY TRAVEL RES	NON DDTY TRAVEL RES
1																									
2																									
3																									
4																									
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TOTALS																									